



WMO OMM

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

Secrétariat

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GENEVA, 9 September 2016

Annex: 1 (available in English only)

Subject: Online registration of participants for the Technical Conference of the sixteenth session of the Commission for Basic Systems (TECO CBS-16), 21-22 November 2016.

Action required: Pre-registration of your delegation **before 7 November 2016**.

Dear Sir/Madam,

I wish to refer to the Technical Conference of the sixteenth session of the Commission for Basic Systems (TECO CBS-16) which will be held from 21 to 22 November 2016 in Guangzhou, China and to inform you that the online registration of participants to the TECO will begin on 12 September 2016.

In view of your official status with WMO, you are kindly invited to act as focal point for the online registration of your delegation to this meeting.

The link to the online Event Registration System (ERS), the username and password that were sent by e-mail before the sixty-eighth session of the Executive Council remain valid for all upcoming WMO meetings (<https://eventregistration.wmo.int/register/>). If you have forgotten your password, please follow the instructions in the Annex to this letter.

You are kindly requested to pre-register each member of your delegation individually in order to avoid delays upon arrival at the venue. Upon validation of the registration by WMO, each participant will receive a confirmation letter by e-mail. The participant must bring a copy of the confirmation letter and present it to the registration desk, together with an official identification document in order to obtain a badge.

Those participants who have not pre-registered will be required to register personally at the registration desk by presenting an official confirmation to participate to the TECO.

For further information, please do not hesitate to contact the WMO Secretariat by e-mail at: registration@wmo.int.

Yours faithfully,

(P. Taalas)
Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6928)

cc: Hydrological Advisers to Permanent Representatives

ANNEX

**GUIDELINES FOR
PERMANENT
REPRESENTATIVES**

-

**EVENT REGISTRATION
SYSTEM
(ERS)**

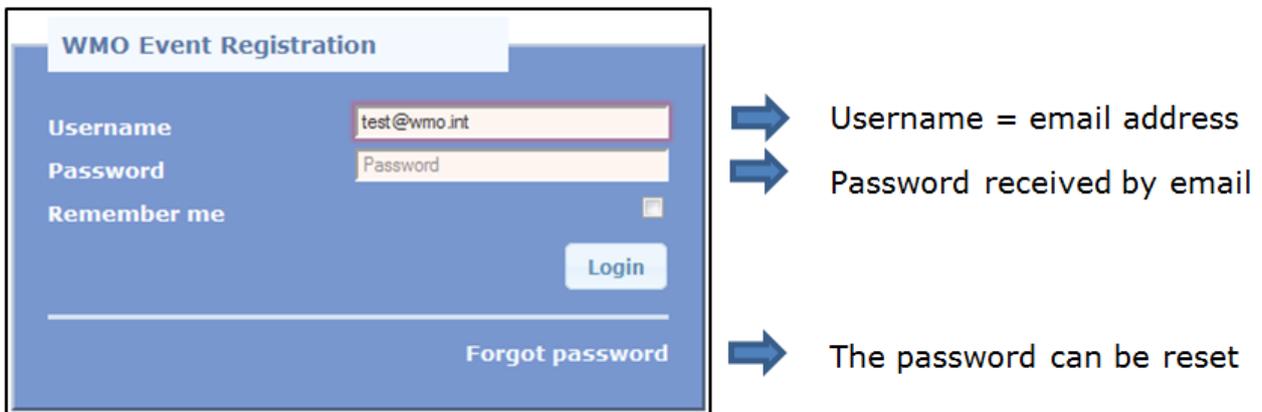
All Permanent Representatives (PRs) of WMO Members have been invited to act as focal points for the online registration of their delegations.

All connection details were sent directly to the PR at the email address that WMO was provided with.

ACCESS TO THE ERS AND LOGIN

Here is the link to access the ERS: <https://eventregistration.wmo.int/register/>

When you reach the login page, enter your username and password.



The image shows a screenshot of the 'WMO Event Registration' login page. The page has a blue header with the text 'WMO Event Registration'. Below the header, there are three input fields: 'Username' containing 'test@wmo.int', 'Password' containing 'Password', and a 'Remember me' checkbox. A 'Login' button is positioned below the password field. At the bottom of the form, there is a 'Forgot password' link. Three blue arrows point from the right side of the page to the input fields and the 'Forgot password' link, with corresponding text annotations: 'Username = email address', 'Password received by email', and 'The password can be reset'.

RESETTING OF YOUR PASSWORD

WMO Event Registration

Username: test@wmo.int

Password: Password

Remember me:

Login

Forgot password

→ If you can't remember your password, click on "Forgot password" to reset it. The new password will be sent to your email address.

Reset Password

Username: Username

Captcha: v 9 b 3

Reset Password Cancel

→ Username = email address
→ Captcha = only blue characters

You can also decide to personalize your password.

When logged in, click on the "Change password" tab, enter the current password and the new one.

WMO Event Registration Focal Point

Attendance sheet Registration **Change password** Help Logout

Current password: Current password

New password: New password

Confirm new password: Confirm new password

Change Password

A confirmation message " Password has been successfully changed" will appear.

WMO Event Registration Focal Point

Attendance sheet Registration Change password Help Logout

Current password: Current password

New password: New password

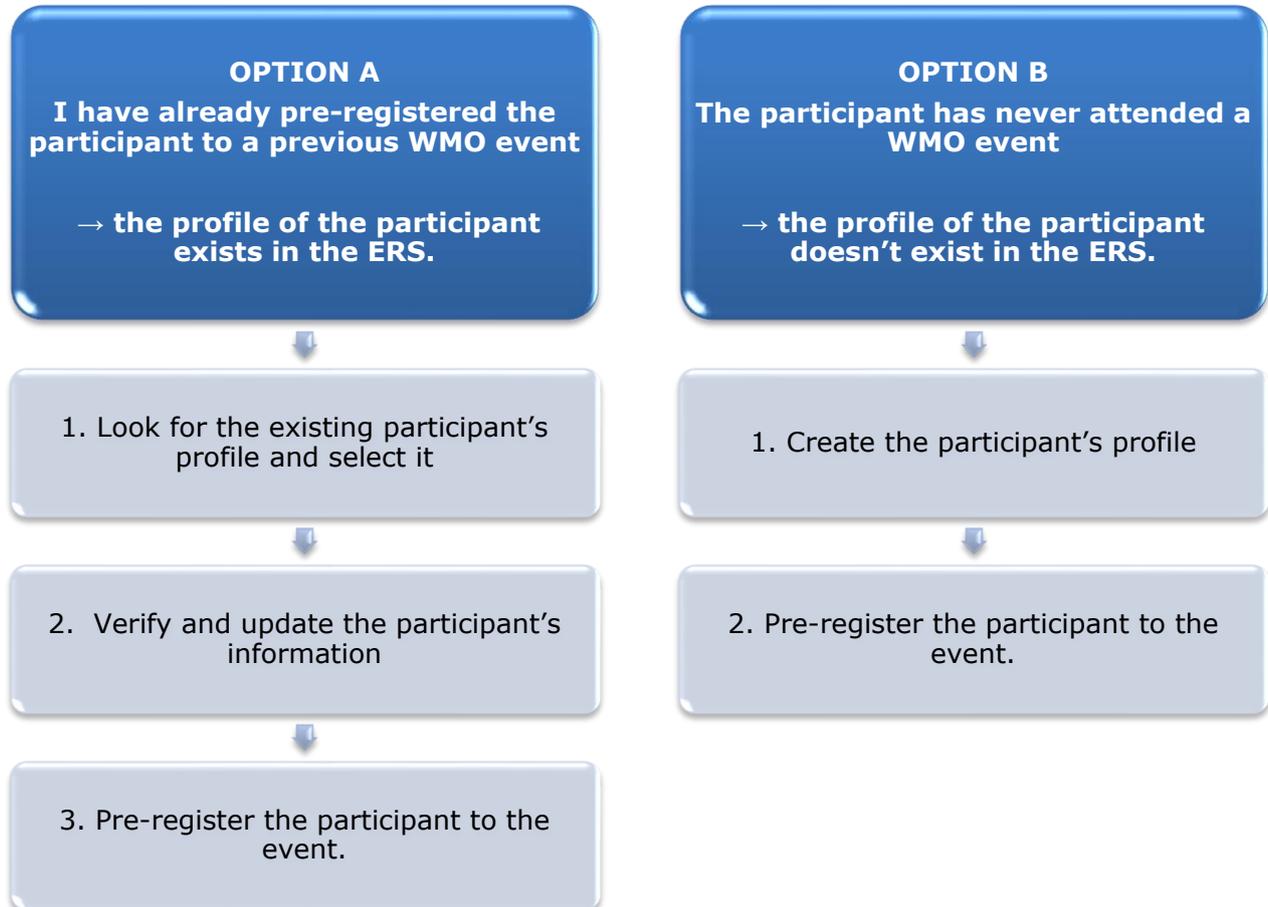
Confirm new password: Confirm new password

Change Password

Password has been successfully changed

If you experience any technical problem or haven't received your password, please contact registration@wmo.int.

STEPS TO FOLLOW TO PRE-REGISTER A PARTICIPANT



OPTION A: The profile of the participant exists in the ERS.1. Look for the existing participant's profile and select it.

Click on the "Registration" tab to have access to all the existing participant's profiles. Look for the participant that you want to pre-register and click on his/her name.

The screenshot shows the 'WMO Event Registration' web application. The 'Registration' tab is selected and highlighted with a red box. Below the navigation bar, there is a section titled 'Existing Participants Profiles' containing a table with two columns: 'Name' and 'Email'. The table lists four participants: PEDRONI, Mario (mpedroni@wmo.int), PETERS, Johana (jpeters@wmo.int), SMITH, John (jsmith@wmo.int), and WHITE, Barbara (bwhite@wmo.int). The name 'WHITE, Barbara' is highlighted with a red box. An 'Add Profile' button is visible at the bottom right of the table area.

Name	Email
PEDRONI, Mario	mpedroni@wmo.int
PETERS, Johana	jpeters@wmo.int
SMITH, John	jsmith@wmo.int
WHITE, Barbara	bwhite@wmo.int

2. Verify and update the participant's information

Before clicking on the "Proceed" button, make sure that the existing information is correct, add missing data and upload a photo (if missing).

The screenshot shows the 'Participant Information' form. The 'Delegate's photo' field is highlighted with a red box, and a blue arrow points to it with the text 'Upload the participant's photo'. The 'Proceed' button at the bottom right is also highlighted with a red box. The form contains the following information:

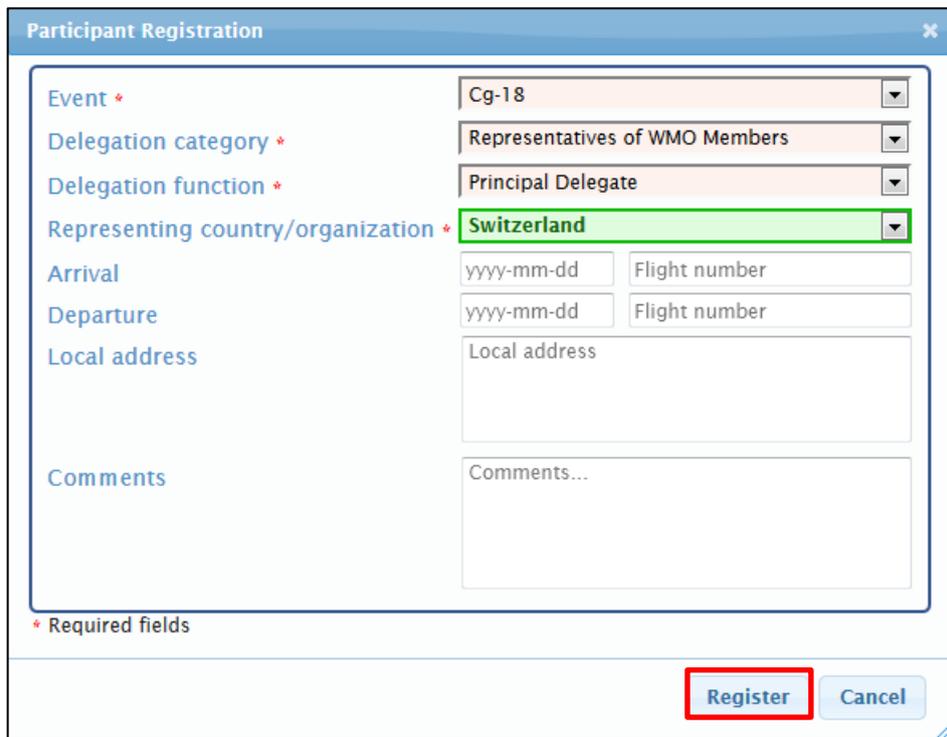
- Title: Ms
- Last name: WHITE
- First name: Barbara
- Email address: bwhite@wmo.int
- Delegate's photo: No file selected. ?
- Official title: Official title
- Institution: Institution
- Work address: Work address
- Country: Select...
- Telephone: Telephone number
- Fax: Fax number
- Mobile: Mobile number

* Required fields

Buttons: Save, Proceed, Cancel

3. Pre-register the participant to the event.

Populate the fields with the participant's registration information.

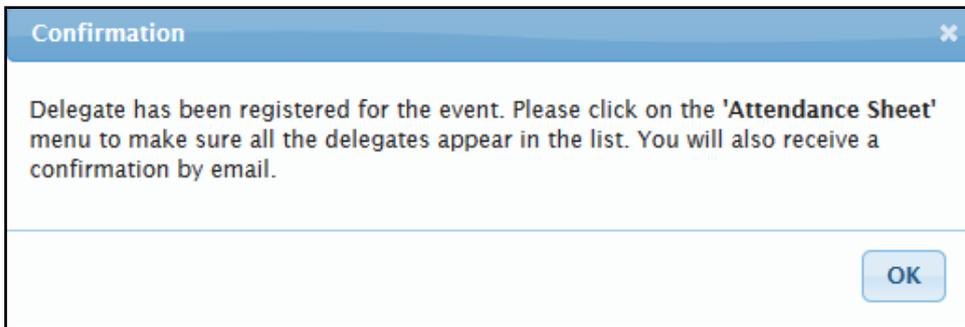


The image shows a 'Participant Registration' dialog box with the following fields and values:

- Event *: Cg-18
- Delegation category *: Representatives of WMO Members
- Delegation function *: Principal Delegate
- Representing country/organization *: Switzerland
- Arrival: yyyy-mm-dd (empty) Flight number (empty)
- Departure: yyyy-mm-dd (empty) Flight number (empty)
- Local address: Local address (empty text area)
- Comments: Comments... (empty text area)

* Required fields

Buttons: Register (highlighted with a red box), Cancel



The image shows a 'Confirmation' dialog box with the following text:

Delegate has been registered for the event. Please click on the 'Attendance Sheet' menu to make sure all the delegates appear in the list. You will also receive a confirmation by email.

Button: OK

OPTION B: The profile of the participant doesn't exist in the ERS.**1. Create the participant's profile**

Click on the "Registration" tab and on the " Add Profile" Button.

Populate the fields with the participant's personal information.

WMO Event Registration Focal Point

Participant Information

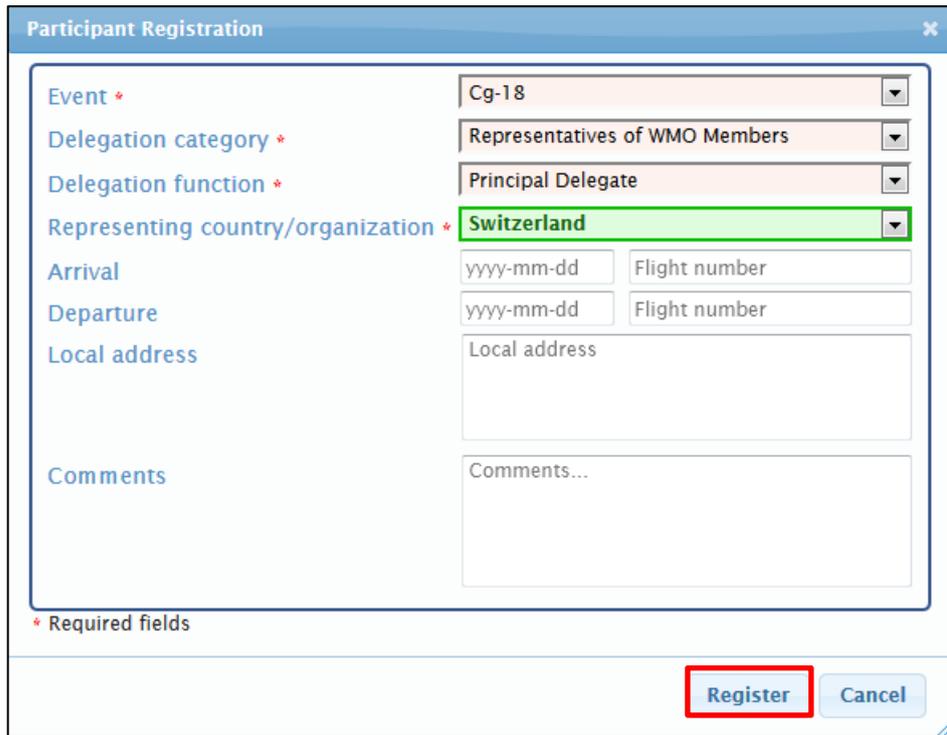
Title *	Mr	
Last name *	Mohamed	
First name *	Karim	
Email address *	amohamed@wmo.int	
Delegate's photo	<input type="button" value="Browse..."/> No file selected. ?	→ Upload the participant's photo
Official title	Official title	
Institution	Institution	
Work address	Work address	
Country	Select...	
Telephone	Telephone number	
Fax	Fax number	
Mobile	Mobile number	

* Required fields

Save the profile & pre-register the participant later ←

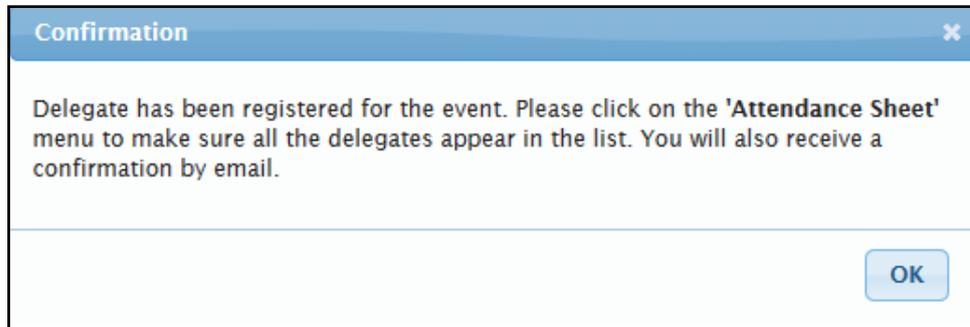
Save the profile & proceed with pre-registration

2. Pre-register the participant to the event.
Populate the fields with the participant's registration information.



The 'Participant Registration' dialog box contains the following fields and controls:

- Event ***: Dropdown menu with 'Cg-18' selected.
- Delegation category ***: Dropdown menu with 'Representatives of WMO Members' selected.
- Delegation function ***: Dropdown menu with 'Principal Delegate' selected.
- Representing country/organization ***: Dropdown menu with 'Switzerland' selected and highlighted in green.
- Arrival**: Two input fields for 'yyyy-mm-dd' and 'Flight number'.
- Departure**: Two input fields for 'yyyy-mm-dd' and 'Flight number'.
- Local address**: A large text input field.
- Comments**: A text area for 'Comments...'.
- * Required fields**: A legend at the bottom left.
- Buttons**: 'Register' (highlighted with a red box) and 'Cancel' at the bottom right.



The 'Confirmation' dialog box contains the following text and controls:

Delegate has been registered for the event. Please click on the 'Attendance Sheet' menu to make sure all the delegates appear in the list. You will also receive a confirmation by email.

OK

Attendance Sheet

Click on the "Attendance Sheet" tab and select an event to display all the participants that you have already pre-registered for this specific event.

WMO Event Registration Focal Point

Attendance sheet | Registration | Change password | Help | Logout

Select the event: Cg-18 ?

Participant	Delegation category	Delegation function	Telephone	Email address	Status
TEST, registration	Representatives of WMO Members	Delegate		test@wmo.int	Pre-registered

* Modifying registration details of participants whose status is *Confirmed* will change their status back to *Pre-registered*

Remove a participant from the delegation.

The profile will not be deleted from the system so that you can pre-register this person to another event.

You can follow up the status of the registration of each participant. When registration details have been checked by WMO, the status changes to *Confirmed*.



Modifying registration details for participants whose status is already *Confirmed* will change their status back to *Pre-registered*.